



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Unclaimed Property Financial Administrator

General Duties: Provide seamless service to various employees of the Indiana State Attorney General through prompt support, independent problem resolution, and general assistance. Assists Unclaimed Property staff with financial issues and inquiries. This position will handle all accounts receivable, bank reconciliation, and finance functions outside of the Unclaimed Property case management system. This position is within the Controller's Accounting Section and will be housed at the Unclaimed Property office.

Essential Duties:

1. Transactions:

- a. Prepare daily Reports of Collections (ROCs) for checks, electronic payments, eBay payments, Wires, and other deposits.
- b. Prepare the daily Cashbook.
- c. Coordinate with UPD staff on scanning and depositing all physical checks.
- d. Complete all transmittal forms for UPD payments sent to Finance.

2. Reconciliation and Reporting:

- a. Reconcile all monthly bank statements.
- b. Serves as second verification for securities posting.
- c. Generate financial reports for Director of UP and upper management for the purpose of data driven decision making and reporting.
- d. Secure documents requested by State Board of Accounts (SBOA) and serve as point of contact for unclaimed property during audits and reviews by SBOA.

3. General Duties:

- a. Serve as administrator for BMO scanners.
- b. Serve as point of contact with Value Payment Systems (VPS).
- c. Serve as a liaison with Treasurer of State (TOS) and Auditor of State (AOS) when issues arise.
- d. Responds to all internal and external customer inquiries, verbal or written, in a polite, courteous, and professional manner.
- e. Participates in training to maintain or enhance current knowledge of principles, procedures, methods, and/or technology.
- f. Serves as a resource person for peers.
- g. Other duties as assigned.

Qualifications:

- At least 3-5 years accounts receivable experience or associate degree.
- At least 5 years of experience in finance or related work experience required
- At least 2 years of experience in State government (preferred but not required)
- PeopleSoft Financials experience preferred.
- Microsoft Excel knowledge preferred.
- Strong communications (written, verbal) skills required.
- Should possess a collaborative work mentality and willingness to work as a member of a team.
- Ability to work remotely when required. Experience with remote work technologies such as Microsoft Teams, VPNs, and other items is preferred.
- Ability to work under pressure and meet deadlines.
- Ability to be proactive and take initiatives.
- Ability to assess and analyze issues.
- Fluency in MS Office Suite (specifically Excel, Word, Access and Outlook), Outlook programs; experience using database software and MW Excel preferred.